

Tempe  
City  
Attorney  
Recruitment





## The Community

With a population of over 160,000, Tempe is the fifth largest city in Arizona, encompassing 39.8 square miles in the heart of the metropolitan area, bordered by Scottsdale, Phoenix, Mesa, and Chandler.

Guided by progressive community leadership and responsible city management, Tempe has grown into a dynamic and sophisticated city with solid financial reserves and a multifaceted economic base.

Arizona State University, with an enrollment of more than 43,000 undergraduate and graduate students representing all 50 states and more than 100 countries, occupies 700 acres in the heart of the downtown area, making Tempe a center of educational excellence. In addition to its extensive and high quality academic programs, ASU provides the community with a rich variety of cultural attractions. Residents of all ages enjoy the benefits of a superior educational system, with students achieving scores in excess of national averages in all academic areas.

## Culture

Tempe residents enjoy an unsurpassed quality of life, including diverse recreational and leisure opportunities. Residents also enjoy various cultural and art activities at the Tempe Performing Arts Center, as well as events at the Grady Gammage Memorial Auditorium (designed by Frank Lloyd Wright), and the Nelson Fine Arts Center. In addition, the City of Tempe is currently planning the construction of a new modern cultural and art facility on the new Tempe Town Lake, part of the award winning Rio Salado project. The MAMA Festival of the Arts held each Spring and Fall draw nearly 250,000 people who browse the myriad of booths while enjoying a variety of foods and free live entertainment. Downtown Tempe's Mill Avenue and the Tempe Beach Park are host to a variety of other festivals and events each year including the annual Octoberfest, the summer Downtown Cool-down, New Year's Eve Block Party, and the Christmas Fantasy of Lights.

## Business

Tempe's prime location in the center of the thriving Phoenix metropolitan area contributes to its success in attracting and keeping dynamic companies within its borders. Tempe is surrounded by freeways providing quick and easy access to Sky Harbor International Airport and to markets in California, Texas, the Rocky Mountain States and Mexico.

Tempe has the highest concentration of high technology firms in Arizona. In addition, Tempe has the densest industrial area in



Arizona and represents the highest concentration of businesses in the state.

Tempe is also home to more than 106 office complexes/developments. Three of Tempe's beautifully planned business parks, Arizona State University Research Park, Papago Park Center and Fountainhead Corporate Center, are homes to internationally recognized companies.

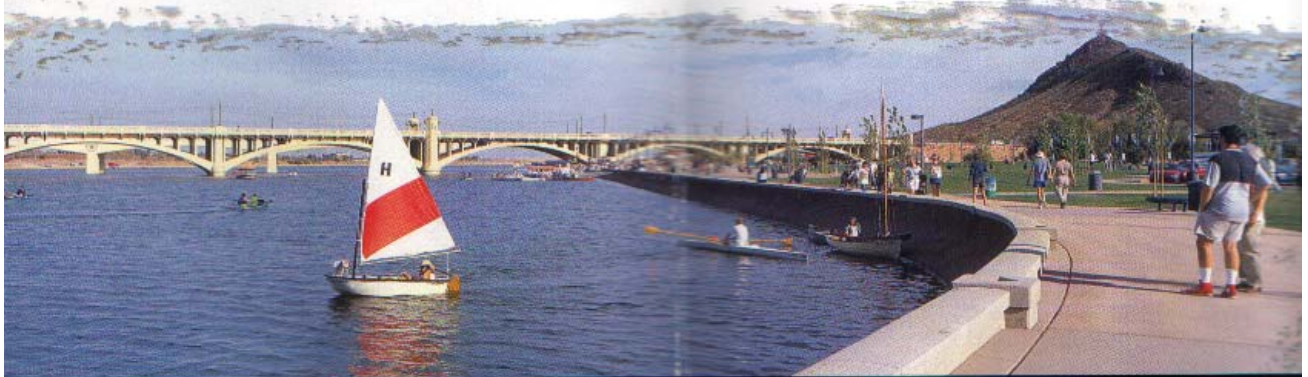
What was once the barren Salt River is now being transformed into one of Arizona's grandest destinations and is the largest public works project ever pursued by the City of Tempe. The Rio Salado Project is converting several miles of dry riverbed into a meandering urban park and creating a two-mile-long, 230-acre lake. Parks, bike paths and trails have been constructed around the lake, allowing for boating, fishing and land development with public access to the water's edge. The development will include shops, restaurants, hotels, condominiums, playing fields, golf courses, equestrian centers and conference facilities.

## Recreation

Tempe's community services programs and facilities are award winners. The city has more than 1,100 acres in 47 parks and other facilities, including two municipally owned 18-hole golf courses.

The Pyle Adult Recreation Center is part of the Community Center complex that contains the Tempe Public Library, Tempe Historical Museum, and the Edna Vihel Activities Building. Tempe Community Services offers a comprehensive, seasonal program of recreation and activities for Tempe citizens of all ages.

Tempe's Kiwanis Park is a 125-acre park with a small lake for sailing and fishing, a batting range, and an impressive 54,000-square-foot recreation center. The building houses a huge indoor-outdoor wave





pool, a 120-foot-long double-spiral slide, a full-size gymnasium, and multi-purpose rooms.

During the spring, Tempe is the spring training home for the 2002 World Series Champion Anaheim Angels. Tempe and Arizona State University's Sun Devil Stadium played host to the 1996 Super Bowl and is the current home to the ASU Sun Devils and the NFL's Arizona Cardinals, and is the current location of the annual Tostitos Fiesta Bowl.

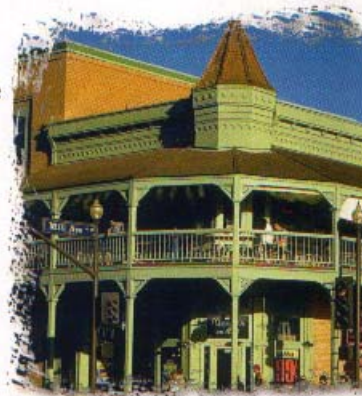
## The Department

As chief legal advisor for the City, the City Attorney is charged with presenting and defending the City's legal interests and rights. In addition, the successful candidate will provide direction and leadership to the City Attorney's Office. This challenging position reports to the Mayor and City Council and provides legal advice and counsel to them and other City Officials, departments, boards, and commissions. The City Attorney provides visionary and innovative leadership to approximately 25+ employees working in two divisions: Criminal and Civil.

## The Position

The City Attorney administers and directs the City Attorney's Office and performs the following functions:

- Coordinate Department activities with those of other departments and outside agencies and organizations; provide legal assistance to the City Manager, Mayor, and City Council; prepare and present staff reports and other necessary correspondence.
- Prosecute criminal cases before the Municipal Court; appeal cases in Superior Court.
- Prepare civil cases for trial; investigate claims and complaints by or against the City; try cases before County, State and Federal courts.
- Draft ordinances, resolutions, contracts, deeds, leases and other legal documents; assist in formulating proposed legislation for enactment by the State Legislature in regard to matters of interest to the City.
- Attend legislative sessions in order to represent and promote the interests of the City before committees and representatives.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; advise on legal problems and questions; prepare legal opinions for City Officials, departments, boards, commissions, and the City Council.
- Provide guidance to and review the work of the City Attorneys and Prosecutors; answer communication from the public relating to legal matters affecting the City; advise taxpayers on municipal codes and ordinances.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Supervise and participate in the development and administration of the Legal Department budget; direct the forecast of funds need-



ed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.

- Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures.
- Select, train, and motivate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

## The Ideal Candidate

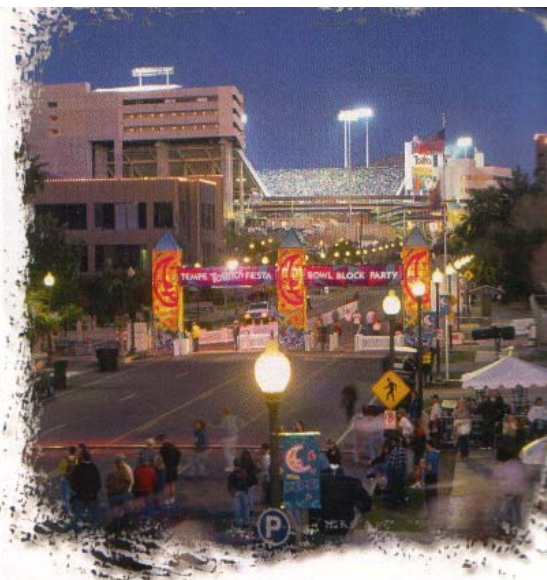
In addition to excellent management skills and an in-depth knowledge of municipal, state and federal laws, the successful candidate will possess a professional history that demonstrates the following necessary attributes and qualities:

- Provides strong, visionary and innovative management and leadership in support of the City of Tempe's commitment to valuing People . . . Integrity . . . Respect . . . Openness . . . Creativity . . . and Quality.
- Recognizes and values diversity; demonstrates honesty, fairness, ethics, decisiveness, accountability, enthusiasm, approachability, and objectivity.
- Commits to open employee communication and recognizes innovative ideas and concepts of employees; demonstrates an inclusive and participatory style of management, including motivating and promoting self-leadership of employees.
- Learns and applies new computer and other technologies to maximize efficient and effective delivery of services.
- Displays the ability to energize the workforce and to nurture and build positive relationships between supervisors and employees, including strengthening the relationship between the department with other City departments.
- Exhibits the ability to lead staff in searching out and identifying creative solutions and problem solving that are appropriate to the City of Tempe, including taking advantage of new opportunities as they are identified and become viable.
- Demonstrates a history of working with other public agencies, boards and commissions, elected officials, employees and community organizations to develop consensus on policies and procedures that uphold the City's legal interests and rights.

Along with the profile described above, candidates should possess six years of increasingly responsible experience as a municipal law attorney including trial, administrative and supervisory responsibility. In addition, candidates must have the equivalent to a Jurist Doctorate from an accredited law school and membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

## Salary & Benefits

The City provides an outstanding comprehensive benefits package. The annual salary range is \$120,000 - \$151,840. Additional benefits include 12-21 paid vacation days per year (depending upon length of service); 12 paid sick leave days per year; 11 paid holidays per year; health, dental, life, and vision care coverage plans; up to \$5000 per year tuition reimbursement; additional executive vacation leave; \$500 per month car allowance; and Arizona State Retirement System (ASRS) and deferred compensation plans.



## How To Apply

Applicants are required to submit a City of Tempe, CITY ATTORNEY application including supplemental questionnaire and a scanner sheet. Complete applications are available from the Human Resources office or can be downloaded from the City of Tempe website at [www.tempe.gov](http://www.tempe.gov). You MUST also include a resume with your application. Application packets should be submitted to:

City of Tempe  
Human Resources Division  
20 East 6th Street  
Tempe, AZ 85281

**APPLICATIONS MUST BE RECEIVED BY 5:00PM, FRIDAY, FEBRUARY 14, 2003 TO BE ELIGIBLE FOR CONSIDERATION.**

For further information on the City of Tempe or the City Attorney position, please contact any of the following individuals:

Bill Hernandez  
Human Resources Manager  
(480) 350-8244

Bruce Gardner  
Valerie Hernandez  
Jenny Notter  
Jon O'Connor  
Human Resources Analysts  
(480) 350-8276